

Meeting Highlights

EPMO SDLC Workgroup

DAY: Friday, April 1st, 2011

TIME: 9:00 A.M. – 12:00 P.M.

LOCATION: Department of Insurance

(Dobbs Building, 430 N Salisbury Street, Raleigh, Conference Room 2238)

or Dial-In 919-212-3144

Meeting Called By:	SDLC Workgroup Members
Meeting Purpose:	<i>Gain final approval on the recommended workflow for agile development projects over \$500K,</i>
Attendees: (*present)	Gayle Robinson, Department of Insurance LaQuita Hudson, Information Technology Services Bill Kelly, Department of Revenue Subha Sridharan, Department of Health & Human Services Gaye Mays, Statewide Enterprise Project Management Office Cheryl Ritter, Department of Transportation Carolyn Broadney, Department of Transportation
Guests:	-

- The team reviewed the “Modular Workflow” document and each representative will take back to their agency for comment.
- Below are some questions the team agreed to follow up and review internally with their teams to get feedback on the “Modular Workflow” for projects over \$500K.
 - 1) General feedback on the elimination of a gate
 - 2) TASD process – refer to the workflow document; need feedback on recommendation that we advise EA at which “Build & Implement” sprint the TASD would be ready for final review
 - 3) Are artifacts at each gate appropriate?
 - 4) Monthly Status Reporting – what are potential issues?
 - 5) The team is recommending an “Agile Readiness” assessment be completed by the agency for EPMD & Approvers review at the initiation – do you agree and what recommendation for criteria would you suggest?
 - 6) Would an Agile Users Group be a good idea?
- Discussion took place regarding the “Sprint Retrospective” document required at Close-Out, most are unclear on how this is different from the sprint reviews and the lessons learned document required for waterfall projects
- How much time do we spend in P & D vs. E & B? Agencies pick the Sprint where the final information would be available for review and approval? Cheryl Ritter suggested that we provide the ITS EA group which sprint the project team expects to have the final TASD for review – Gaye will touch base with Doug Banich to get his feedback.
- The team reviewed the “Agile Readiness Assessment” document that Kathy Bromhead had provided. The team did not feel this document was very good and recommend that we continue to investigate.

- A question was raised regarding what would the EPMO QA team need to change to appropriately assess agile projects. Once we have feedback from the agencies on the “Modular Workflow”; the EPMO will seek input from the QA team and invite them to join a future meeting to discuss.
- It was suggested that an Agile User Group would be a good idea.
- Cheryl Ritter will invite Vicki Kumar to meet with the group to gain more insight into agile processes as defined by PMI.
- The team asked that the results of the Procurement Workgroup be shared with the team; this will be added to the June meeting agenda.

ACTION ITEMS / NEXT STEPS			
No.	Item	Assigned To	Status
1.	Kathy will investigate whether hours on the PPM tool status tab can be eliminated since the burn-down chart could really suffice for the staffing plan.	Kathy	Open
2.	Review ITS service catalog and identify what is documented well, identify gaps (forms, flow, lead times, etc.) that are most painful to the agencies.	Linda/LaQuita	Open
3.	Plug any holes in service catalog identified by work group. Get standard provision time, forms, flows provided by service owners where gaps exist after initial gaps are identified.	Donna Spaulding (Brian’s replacement)	Open
4.	Provide presentation on the process for hosting delivery and provisioning to workgroup	Donna Spaulding (Brian’s replacement)	Open
5.	Research possible speakers for future meetings to help group gain more knowledge on Agile viability and scalability.	Linda & Ann	Open
6.	Share lifecycle with critical milestones for waterfall projects.	Kathy	Open
7.	Provide Transition Plan examples from projects that are currently transitioning	Gaye Mays	Complete
8.	How is O&M transition being done within DHHS?	Subha	Open
9.	EPMO Standardize on whether or not to justify “No” responses on agency document checklist	Kathy	Open
10.	What phase would you use for most of the iterations/Sprints? E&B or Implementation? Research and make recommendations to the team.	Cheryl	Open
11.	Feedback on “Modular Workflow” document	Team	Open
12.	follow up with Beau Garcia on “Sprint Retorspective” document and search the internet for an example document	Gaye Mays	Open
13.	Check with Doug Banich on final TASD review	Gaye Mays	Open
14.	Investigate on “Agile Readiness Assessment” document.	Cheryl Ritter and Bill Kelly	Open

15.	invite Vicki Kumar to meet with the group to gain more insight into Agile processes as defined by PMI	Cheryl Ritter	Open
16.	Follow up on if the budget changed drastically after initial budget proposal for an agile project.	Cheryl Ritter	Open
17.	Can the tool accommodate projects go back from Waterfall to Agile or vice versa	Gaye Mays	Open